

**BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY**

Meeting Date: April 19, 2006

Division: Employee Services

Bulk Item: Yes X No

Department: Human Resources Office

Staff Contact Person: Tom Willi

AGENDA ITEM WORDING: Approval to revise Sections 4.08 D (4) and 4.09 C of the Personnel Policies and Procedures to clarify that the effective date of any reclassification, promotion, or transfer which also results in an increase in salary will be the employee's new anniversary date.

ITEM BACKGROUND: Currently, employees' initial date of hire is considered the anniversary date for the length of their employment. Employees who are promoted, reclassified or transferred into a new position should be evaluated annually from that date thereafter. This date would be considered their new anniversary date.

PREVIOUS RELEVANT BOCC ACTION: None

CONTRACT/AGREEMENT CHANGES: N/A

STAFF RECOMMENDATIONS: Approval to accept the recommendation to be effective retroactive to October 1, 2005. Employees who were reclassified, promoted or transferred to another position with a salary increase, will not be eligible for an Merit Increase until the following Fiscal Year.

(Example 1: An employee was promoted on October 1, 2005, his anniversary date under the former policy was considered his date of hire which was November 1st. That employee received a Merit Increase on November 1, 2005, therefore, he/she would not be eligible for another Merit Increase until October 1, 2007). (Example 2: An employee is promoted August 1, 2006, that employee will be eligible for another Merit Increase on August 1, 2007).
Change to policy will not have any affect on fringe benefits.

TOTAL COST: N/A


BUDGETED: Yes – Approved FY 05/06

COST TO COUNTY: N/A

REVENUE PRODUCING: Yes No X **AMOUNT PER MONTH** **Year**

APPROVED BY: County Atty. OMB/Purchasing N/A Risk Management N/A

DIVISION DIRECTOR APPROVAL:


Teresa E. Aguiar

DOCUMENTATION: Included X Not Required

DISPOSITION:

AGENDA ITEM #

4.08 SALARY RANGES, PROGRESSIONS, INCREASES

No salary adjustment shall be approved unless there is availability of funds, and must be recommended in writing by the Division Director and approved by the County Administrator.

A. An employee may receive a salary increase by means of a promotion, reclassification or pay range adjustment.

B. There are no provisions in the County Pay Plan for automatic salary advancements, as all increases are to be based on availability of funds, work performance, and other pertinent factors as evaluated by the employee's Supervisor and/or Department Head, and approved by the Division Director and County Administrator.

C. All requests for salary increases shall be processed through the Personnel Office and the Office of Management and Budget for review and determination of compliance with the County policies and procedures and budgetary control.

D. MERIT INCREASES

1. A merit increase is a salary increase within the same pay grade, awarded for outstanding County Service.

2. Merit increases are not automatic.

3. The amount of merit increase an employee receives, if any shall be determined by the availability of funds, and the system/procedures proposed by the County Administrator and adopted by the Board of County Commissioners each fiscal year. All salary adjustments must be approved by the County Administrator.

4. An employee shall be eligible for consideration for a merit increase during the budget preparation period after completion of their initial probation period.

Unless otherwise approved by the Board of County Commissioners each fiscal year, an employee will receive a Merit Increase on their Anniversary Date (see Section 4.09 C).

5. New employees hired below the minimum rate would be eligible for consideration six months from the date they are adjusted into the minimum rate.

6. Once an employee has reached the maximum salary amount of the pay grade in which his or her position is classified, no additional merit increases shall be awarded to that employee, unless said position is reclassified to a higher pay grade (See Section 3 regarding reclassifications). Nevertheless, the employee will still be evaluated in accordance with the County evaluation system. All employees are expected to maintain a satisfactory or above performance level. Failure to do so will result in appropriate disciplinary action.

7. The foregoing reflects the current procedure, however the County reserves the right to change or eliminate the procedure whenever necessary.

NOTE: Time spent on a leave of absence without pay in excess of thirty days shall be deducted from the employee's length of service record when determining the time required for advancement eligibility.

E. COST OF LIVING INCREASES

The decision whether to or when to grant a cost of living allowance, as well as the decision of the amount of such increase (if any) will be made in the sole and exclusive discretion of the Board of County Commissioners.

4.09 DATE OF HIRE, PAYROLL CHANGES, ANNIVERSARY DATES & EMPLOYMENT STATUS CHANGES

A. DATE OF HIRE

The date an employee first begins work for the County shall be his/her date of hire, and shall be used in relation to the procedures governing fringe benefits and evaluations when applicable. Any break in employment of 48 hours or more will create the need for a new date of hire if that employee returns to County Service.

B. CHANGES IN EMPLOYMENT STATUS

A promotion can occur when an employee is moved from a position in one class to another position in a different class which has a higher maximum salary.

Any employee may be recommended for demotion by the Department Head with the approval of the Division Director and the County Administrator for cause. A demoted employee may not be paid more than the maximum rate established for the new pay grade.

An employee transferred to another position in the same job classification or to a different position with the same pay range may not be eligible for a salary increase at the time of transfer. ~~Such transfers may not affect the employee's anniversary date or other status.~~

C. ANNIVERSARY DATES

An employee's anniversary date is effective one year from a promotion, reclassification, or transfer which also resulted in an increase in salary. ~~any major changes of employment status and may be used for evaluation purposes when applicable.~~

D. OTHER

When a temporary employee attains the status of regular employee in the same position, his anniversary date will be his date of hire for evaluation purposes. Leave accrual and benefits will be implemented in accordance with current rules and regulations governing same.